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D.O. No. 2/2/2013-MSW(T)/K
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
(Management Services Wing)
Block 46-A, Pak. Secretariat
Karachi-74200
September 10, 2013

Subject: **TRAINING CORSE ON CONSTRUCTING HUMAN RESOURCE
MANAGEMENT FRAMEWORK WITHIN PUBLIC SECTOR**
(30th September to 03rd October, 2013)

Dear Sir,

A four days duration training Course of "Constructing Human Resource Management Framework within Public Sector" is being organized by the Establishment Division, Management Services Wing, Karachi, from (30th September to 03rd October, 2013).

2. The main objective of the Course is to develop and enhance the knowledge and managerial skills of Government Functionaries and Managers of Public Sector Organizations. The officers in BS-17, BS-18 and BS-19 or equivalent are entitled to be nominated for the Course. However, organizations desirous of sending their nominees who are above BS-19 are welcome as well. The Officers of equivalent rank/status from the Armed Forces and Ancillary Services would also be welcome. The tentative contents of the Course are enclosed.

3. The Course is scheduled to be held on the prescribed dates at the Establishment Division, Management Services Wing, Block 46-A, Pak Secretariat, Karachi from 09:00 to 15:00 hours daily except holidays. It is a non-residential programme, therefore, participants are expected to make their own arrangements for boarding/lodging, etc.

4. In pursuance to the decision of the Federal Government, the Course fee will not be charged from the nominees of the Organizations of Federal Government, which are paid out of the Federal Consolidated Fund. However, nominees from Provincial Governments, Government of AJK, Government of Gilgit Baltistan and Autonomous Bodies are required to pay Rs.5,000/- (Rupees five thousand only) per participant payable through crossed cheque, bank draft or pay order drawn in favour of the Director, Establishment Division, Management Services Wing, Karachi. Accordingly, nominating organizations are requested to enclose the requisite fee wherever applicable, while forwarding the nominations, else the M.S. Wing, Karachi would be constrained to regret the nomination.

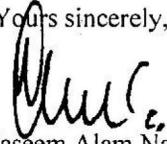
5. Nominations on the prescribed form enclosed, may be sent to this office latest by September 25, 2013. However, the nominees of the course may be directed to report for the Course only after acceptance of their nominations and formally confirmed by this office.

With best regards,

Encl: As above

The Joint Secretary (Admn)
Commerce Division
Pak Secretariat
Islamabad

Yours sincerely,


(S. Naseem Alam Naqvi)

**TRAINING COURSE ON CONSTRUCTING HUMAN RESOURCE MANAGEMENT
FRAMEWORK WITHIN PUBLIC SECTOR**

M.S WING KARACHI OFFICE

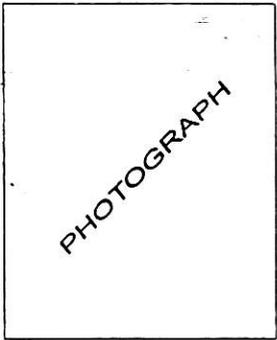
30 September TO 03 October 2013

Course Summary

| No. | Module | Date | Day |
|------------|--|-------------------|------------|
| 1. | Cardinal Principles of Human Resource Management | 30 September 2013 | Monday |
| 2. | Public Sector Perspective on Human Resource Management – A Basic Paradigm Shift | | |
| 3. | Imperative of Human Resource Training and Capacity Development Note: 40% practice based exercises will be given to the participants | | |
| 4. | Unlocking the Human Potential: a Recipe for Public Sector Organizations in Pakistan | 01 October 2013 | Tuesday |
| 5. | The Contours of Human Resource Information System (HRIS) and its Application in Public Sector | | |
| 6. | Case Study HR Employee Relations | | |
| 7. | Concepts of Leadership in Management Sciences and the Features of Bureaucratic Leadership in Public Sector | 02 October 2013 | Wednesday |
| 8. | New Trends in HRD | | |
| 9. | The Genesis of the Precepts of Conflict and Stress Management within Public Sector Matrix | | |
| 10. | An overview of Organizational Performance Management System (OPMS) and Employees Performance Management System (EPMS) Note: 40% practice based exercises will be given to the participants | 03 October 2013 | Thursday |
| 11. | Debriefing | | |
| 12. | Closing ceremony/Distribution of Certificates | | |
| 13. | Lunch | | |



Government of Pakistan
Establishment Division
Management Services Wing
Karachi



NOMINATION FORM

Name of the Course: _____

Nominating organization: _____

Address of the nominating organization: _____

Particulars of the Nominee:

1. Name (Block Letters): _____

2. Designation & pay scale: _____

3. Date of birth: _____

4. Address: (i) Office: _____

(ii) Residence: _____

5. Telephone office: _____ Res: _____ Fax: _____ Cell # _____

Email address : _____

6. Educational qualifications: _____

7. Training received (i) Local: _____

(ii) Foreign: _____

8. Date of joining service: _____

9. Occupational group/cadre: _____

10. Date of appointment to the present post: _____

11. Brief description of present responsibilities: _____

Date: _____

Place: _____

Signature of Nominee

Signature and stamp of
nominating Authority
Tele:
Fax :